



CITY OF MIAMI SPRINGS
PARKS AND RECREATION DEPARTMENT
101 APACHE ST
MIAMI SPRINGS, FLORIDA 33166
(305) 805-5061



ADULT COMMUNITY CENTER RENTAL APPLICATION

Contact Name/Group: _____

Address: _____

Telephone: _____ or _____

Requested date: _____ from _____ to _____

FOR OFFICE USE ONLY

	Deposit	Rental
Amount Paid		
Payment Type		
Date		
Receipt #		
Cashier		

RENTAL OPTIONS

☐ Rebeca Sosa Dining Hall (4 Hours): \$400/\$550_____

☐ Additional Time: \$100/\$140 per hr. _____

☐ Security Deposit \$200/\$225 _____

☐ After Hours Rental: \$900/\$1150 _____

☐ After Hours Security Deposit: \$500 _____

☐ Outside Patio (4 Hours): \$240/\$300_____

☐ Additional Time: \$60/\$75 per hr. _____

☐ Security Deposit: \$100/\$100 _____

☐ Classroom per Hour: \$30/\$50 _____

☐ Art Room per Hour: \$40/\$80 _____

☐ Additional Notes/Amenities requested: _____

- Deposits are mailed back to address provided 2 to 3 weeks following the party as a City check.
- Deposit **WILL NOT BE** returned if rental rules are broken or damage is found to rented area.

FULL RENTAL PAYMENT REQUIRED 2 WEEKS PRIOR TO EVENT

Cash or check made to: City of Miami Springs

Photo ID required for proof of residency

After Hours fees are for events happening Friday, Saturday, Sunday from 6-10pm

EVENT NAME/DESCRIPTION: _____

ESTIMATED NUMBER ATTENDING EVENT: _____

******Signature of form clarifies that Party understands All Adult Community Center Rules and regulations and AGREES to follow them.**

Signature: _____

Date: _____

FACILITY PERMIT/CLEAN-UP DEPOSIT

Facility reservations may be requested up to **six weeks** in advance and are based upon availability. A clean-up/damage deposit will be required in order to reserve a facility. The balance of the rental fees should be paid in full on day of the event. The City of Miami Springs reserves the right to retain all or 50% of the clean-up/damage deposit for events that are canceled due to circumstances beyond the City's control. Failure to adequately clean the facility, damage to or loss of Adult Community Center property or violation of Adult Community Center rules will result in the loss of all of the deposit. Partial deposit (50%) will be retained if the party is cancelled less than 72 hours prior to scheduled event. **Security Deposit is NOT applied to rental.** A check will be issued to the Renter in the amount of the security deposit if all rules are complied with, 2-3 weeks following the rental.

INSURANCE

Prior to the use of a facility, proof of insurance may be required with the policy naming the City of Miami Springs as an additional insured for the duration of the event.

ACTIVITY

Any unusual equipment and/or activity must be approved by the Adult Community Center and noted on the rental application form. All equipment must be delivered/removed within the rental period – no storage areas are available. Excessive amplified music or other loud noises which disturb other patrons or adjacent property owners are prohibited. Premises must be vacated by 9:00 pm.

CONDUCT

Permittee must take all necessary steps to control all of their guests/participants/spectators. Any person(s) violating any of the Rules & Regulations contained herein, any City ordinances, or other laws, or who are, in the opinion of the Parks and Recreation Adult Community Center, constituting a public nuisance, potential hazard to the public or property, or exhibiting disorderly conduct, may be expelled from the facility by city staff or Police Department. Parking on private property is prohibited.

SET UP/DECORATIONS

Rental time includes setup and breakdown of party. Decorations may be attached with MASKING TAPE ONLY. The use of staples, nails, tacks, etc. is prohibited. The rental period should include sufficient time for set-up of facility, conducting the event, and clean up of the facility to the satisfaction of the Recreation Department. All facilities/furniture/equipment must be returned to its original condition and be replaced in its original position if moved.

INTOXICANTS

Alcoholic beverages are **NOT** permitted in any City of Miami Springs facilities. If found your deposit is forfeited.

FOOD SERVICE

Cooking of food is not permitted at these facilities. Use of refrigeration equipment or kitchen area is not permitted.

SPECIAL REQUIREMENTS

Additional trash receptacles, clean up crews, portable toilets, off duty police officers, etc. may be required depending on the facility, number of attendees, nature of event or other miscellaneous conditions as determined by the City.

PETS

With the exception of service dogs, pets are not permitted into the Miami Springs adult Community Center.

CANCELLATIONS AND REFUNDS

In order to be eligible for a refund, cancellations must be made at least three days prior to the event date. Failure to cancel more than three days prior to event will result in the forfeiture of 50% of renter's security deposit. Refunds generally take four weeks for processing. Refunds will not be issued due to inclement weather.

THE NON-COMPLIANCE WITH ANY OF THE ABOVE-STATED RULES MAY RESULT IN REVOCATION OF PERMIT, LOSS OF CLEAN UP/DAMAGE DEPOSIT AND REFUSAL OF ANY SUBSEQUENT PERMIT APPLICATIONS FOR A PERIOD OF UP TO ONE YEAR.

MIAMI SPRINGS ADULT COMMUNITY CENTER RENTAL RATES

1. <u>Miami Springs Adult Community Center Facility Rental Fees</u>	<u>Rates</u>	
<u>Rebecca Sosa Dining Hall¹</u>	<u>Resident</u>	<u>Non-Resident</u>
<u>4-Hour Rental</u>	<u>\$400.00</u>	<u>\$550.00</u>
<u>Each Additional Hour</u>	<u>\$100.00</u>	<u>\$140.00</u>
<u>Security Deposit²</u>	<u>Varies</u>	<u>Varies</u>
<u>After-Hours Rental³</u>	<u>\$900.00</u>	<u>\$1,150.00</u>
<u>After-Hours Security Deposit</u>	<u>\$500</u>	<u>\$500</u>

<u>Outside Patio⁴</u>	<u>Resident</u>	<u>Non-Resident</u>
<u>4-Hour Rental</u>	<u>\$240.00</u>	<u>\$300.00</u>
<u>Each Additional Hour</u>	<u>\$60.00</u>	<u>\$75.00</u>
<u>Security Deposit</u>	<u>\$100.00</u>	<u>\$100.00</u>
<u>Classroom⁵</u>	<u>Resident</u>	<u>Non-Resident</u>
<u>Per Hour</u>	<u>\$30.00</u>	<u>\$50.00</u>
<u>Art Room⁶</u>	<u>Resident</u>	<u>Non-Resident</u>
<u>Per Hour</u>	<u>\$40.00</u>	<u>\$80.00</u>

¹ Non-profit organizations are exempt from the fee upon proof of non-profit/tax-exempt status

¹ Additional fees for Police and Public Works will be added depending upon the amount of staff and services needed. Payment of Police and Public Works fees will be required prior to the event date.

¹ Tables and Chairs for 75 people included in Rental Fee for Sosa Dining Hall. Additional tables and chairs will be the responsibility of the party renting the facility. The dining room has a max of (6) hours per rental. Tables and chairs are not provided for patio rental.

¹ Pricing of Security Deposit will be at discretion of City Manager and/or Recreation Director.

¹ After-Hours rental applies to rentals held after normal operating hours-Friday, Saturday, Sunday from 6-10pm. After-hours rental price includes: 2 Staff members (an average rate of \$10/hr/employee); Rebeca Sosa Dining Hall Rate (\$400.00); Additional Hour Fee (\$100.00); Outside Patio (\$240.00); Rates reflected are resident rates. Return of security deposit is at the discretion of City Manager and/or Recreation Director. After-hours rentals have a max of five hours per rental. Maximum Capacity for Sosa Dining room is 100. After-hours rentals are allowed to stay until 11:00 PM on Fridays and Saturdays. All guests and staff must be out of the building by 11:00 PM.